

GIFTS AND BEQUEST REQUESTS
INSTRUCTIONS, PROCESS AND TEMPLATE

POLICY

The Chief of Staff must approve requests for Gifts and Bequest Funds prior to resources being expended by the Staff/Line Office.

In order to ensure adequate time for approval of the request prior to the expenditure of funds all requests should be submitted [see **Attachment 1**] at least four weeks in advance of the expenditure date.

Requests from \$250 to \$1,000.00 must be approved in advance by the Chief Financial Officer (CFO) and the Under Secretary's Chief of Staff.

Requests that exceed \$1,000.00 must be approved in advance by the Department of Commerce's Chief Financial Officer and Assistant Secretary for Administration in addition to the Chief of Staff. Requests that do not meet the timelines noted above should include a detailed explanation describing why an expedited process is required.

The Gifts and Bequest Fund shall **not be used** for the following:

- Office parties or social events primarily for the benefit of government employees;
- Gifts or tokens for government employees;
- Expenditures such as printing or engraving expenses, issuing Christmas cards or other types of greeting cards, membership fees or dues; or
- Travel expenses of family members accompanying employees on official travel, unless such members are performing governmental functions, including serving in a representational capacity during foreign travel.